

WEBUTUCK CENTRAL SCHOOL DISTRICT

An Equal Opportunity Employer

Return Application to:

Position applied for:

Non-Teaching Application

Webutuck Central School  
Haight Road P.O. Box N  
Amenia, New York 12501-0405

Available \_\_\_\_\_

PERSONAL

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Social Security No. \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If yes, please give details \_\_\_\_\_

Do you have any physical or mental impairments that would prevent you from performing the duties of the job you are applying for? \_\_\_\_\_

MILITARY SERVICE

Branch	Duties & Assignments	Date

EDUCATIONAL EXPERIENCE

	Dates		Name & Location of School	Subjects Studied	Date Graduated
	From	To			
Elementary					
High School					
College					
Special Training					

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**EMPLOYMENT EXPERIENCE**

Name & Address of Employer	Salary	Duties	Supervisor	Employment Dates
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Answer questions (1-3) only if applying for clerical or teacher aide positions.

Summarize special skills or qualifications you have gained from employment or other experiences \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Touch typist speed \_\_\_\_\_ 2. Shorthand speed \_\_\_\_\_

3. Please check or list machines you can operate successfully.

Mimeograph \_\_\_\_\_ Photocopy \_\_\_\_\_ Ditto \_\_\_\_\_ Fax \_\_\_\_\_

Computer \_\_\_\_\_ Calculator \_\_\_\_\_ Adding Machine \_\_\_\_\_

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4. Do you have a valid license to operate a motor vehicle? \_\_\_\_\_

5. State \_\_\_\_\_ 6. License Classification \_\_\_\_\_

7. Motorist Identification No. \_\_\_\_\_

8. Have you ever had an accident while driving in the past five years?  
\_\_\_\_\_  
\_\_\_\_\_

9. Have you ever been convicted of a moving traffic violation (reckless driving, speeding, DWI, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_

10. List titles of current Civil Service test lists, if any. \_\_\_\_\_  
\_\_\_\_\_

List three references who have known you personally for a least six years.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please place an asterisk by references that should be contacted only with your consent.

**APPLICANT'S STATEMENT**

I hereby certify that the statements made in this application are accurate to the best of my knowledge. Falsification of any information may lead to dismissal from this position.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

The Webutuck Central School District does not discriminate on the basis of sex, disability, race, religion, national origin, age or marital status. This policy of nondiscrimination applies to the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings, and student activities.

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**FOR ADMINISTRATIVE USE ONLY**

Interviewed by \_\_\_\_\_

References Contacted/Reviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

Board Meeting Appointment Date \_\_\_\_\_

Appointed Position \_\_\_\_\_

Probationary Appointment Period \_\_\_\_\_

Step and Salary \_\_\_\_\_

Appointment Notice Rendered \_\_\_\_\_

emplapp

WEBUTUCK CENTRAL SCHOOL DISTRICT

PERSONNEL

**REFERENCE LOG FORM**

This form must be completed before a recommendation can be made to the Superintendent to hire a candidate for a certificated position within the Webutuck School District.

**Candidate's Name** \_\_\_\_\_**Position for which the Candidate is Applying** \_\_\_\_\_**WSD Administrator Contacting References** \_\_\_\_\_

Reference's Name

Reference's Employer

Date

Reference's Name

Reference's Employer

Date

**This form will be placed in the personnel file of all certificated candidates who are successful in obtaining employment with the Webutuck School District. Any written record of the contents of the reference conversations should be kept in a separate location (and not on this form).**